

**BY ORDER OF THE COMMANDER  
6TH AIR MOBILITY WING**



**MACDILL AIR FORCE BASE  
INSTRUCTION 36-2800**

**28 FEBRUARY 2002**

***Personnel***

***CIVILIAN/COMPANY GRADE OFFICER (CGO)  
OF THE QUARTER/YEAR AWARDS PROGRAM***

**COMPLIANCE WITH THIS PUBLICATION IS MANDATORY**

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OPR: 6 MSS/DPM (Maj Hargett)  
Supersedes MACDILLAFBI 36-2800, 4 October  
1999, and MACDILLAFBI 36-2801,  
1 November 2000

Certified by: 6 AMW/CC (Brig Gen Hodges)  
Pages: 8  
Distribution: F

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This instruction establishes uniform procedures for the selection and recognition of civilian employees and Company Grade Officers (CGO) whose outstanding accomplishments merit the distinction of representing MacDill Air Force Base as either the Civilian/CGO of the Quarter or the Civilian/CGO of the Year. This instruction applies to civilian employees, Nonappropriated (NAF) fund employees, and CGOs assigned to the 6th Air Mobility Wing (6 AMW) units.

***SUMMARY OF REVISIONS***

This revision incorporates MACDI 36-2801 into MACDI 36-2800 and reflects updated policy on both civilian and CGO of the Quarter/Year nominations.

**1. General.** Headquarters Air Force and 6 AMW policy encourages the recognition of those personnel who make significant contributions to the mission of their organization or who have specific achievements worthy of recognition. This program is established as an incentive to the 6 AMW civilian employees, NAF employees, and CGOs to receive recognition for outstanding contributions to the success of the wing mission in the following award categories.

- 1.1. Category 1. Civilian of the Quarter/Year: GS-1 thru 7, WG-1 thru 8, WL-1 thru 7, WS-1 thru 3, NF I-III, NA 1-8, and CC 1-4.
- 1.2. Category 2. Civilian of the Quarter/Year: GS-8 and above, WL-8 and above, WS-4 and above, NF-IV and above, and NA 9 and above.
- 1.3. NAF winners cannot compete at Air Mobility Command (AMC) in accordance with AMCI 36-2808.
- 1.4. Category 3. CGO of the Quarter/Year, grades 01-03.

## 2. Responsibilities.

2.1. 6th Mission Support Squadron, Military Personnel Flight (6 MSS/DPM), will:

- 2.1.1. Ensure the civilian, NAF, and CGO of the Quarter/Year programs are properly administered.
- 2.1.2. Act as or provide a board recorder.
- 2.1.3. Coordinate with deputy group commanders to establish board dates.
- 2.1.4. Establish suspenses for nomination packages.
- 2.1.5. Notify board members, in writing, of the date, time, and location of the board. Notify units of the board date and the suspense date for nominations.
- 2.1.6. Deliver copies of nomination packages to board members **no later than 2 duty days prior to the board convening.**

2.2. The Executive Assistant, Command Chief Master Sergeant (6 AMW/CCCE), will:

- 2.2.1. Prepare congratulatory letters to the spouse and/or parents of the quarterly/annual award recipient from the wing commander.
- 2.2.2. Arrange for a plaque for the quarterly/annual award recipient.
- 2.2.3. Notify Public Affairs (6 AMW/PA) of the quarterly/annual award recipient.

2.3. 6 AMW/PA will:

- 2.3.1. Provide publicity in base publications as required.
- 2.3.2. Complete Hometown News Release cards for quarterly/annual award recipients.

2.4. A board consisting of a deputy group commander, a wing staff member, and three squadron commanders will select the award winners.

2.5. The Commander, 6th Mission Support Squadron (6 MSS/CC), will ensure all revisions to this instruction are promptly processed.

## 3. Civilian Eligibility.

3.1. All permanent civilian employees assigned for at least 3 months to the 6 AMW are eligible to compete.

3.2. Employees selected for a quarterly award will be ineligible to compete for the remainder of the calendar year. Employees who were nominated but not selected are eligible to compete for the remainder of the calendar year.

3.3. Employees selected as quarterly award winners will not be automatically considered their squadron's nominee for the annual award. Only one nomination will be accepted per group and one from the wing staff for the annual awards.

3.4. Employees must perform in an exemplary manner in their primary duties. Performance under consideration may include notable accomplishments in areas other than primary duties.

## 4. CGO Eligibility.

4.1. All Air Force CGOs assigned to the 6 AMW located at MacDill Air Force Base are eligible. Individuals selected as the 6 AMW CGO of the Quarter are not eligible for a second quarterly award during the same calendar year.

## 5. Nominations and Selection of Civilian of The Quarter/Year.

5.1. Each group commander and the Director of Staff (6 AMW/DS) may nominate one civilian employee in each category for consideration for the Civilian of the Quarter/Year.

5.2. Nominations for annual awards are not limited to quarterly winners. Any employee whose performance merits such recognition may be nominated to represent his or her squadron or group, provided the individual was a 6 AMW employee for the entire calendar year covered by the nomination.

5.3. Nominations for quarterly awards must cover the employee's achievements for the quarter immediately preceding the recommendation. Nominations for annual awards must cover the employee's achievements for the full calendar year immediately preceding the recommendation. The Military Personnel Flight Commander (6 MSS/DPM) must receive the original nomination, endorsed by the squadron commander, **no later than 3 days prior to the wing board meeting**. Board dates are announced by 6 MSS/DPM approximately 30 days prior to the board meeting.

5.4. Nominations for quarterly awards are submitted using AF Form 1206, **Nomination for Award** (most recent version), front side only (**Attachment 1**), and should address job description (limit 7 lines), significant performance and achievements, and self-improvement efforts.

5.5. Nominations for annual awards are submitted using AF Form 1206, front and backside.

5.6. NAF winners cannot compete at AMC in accordance with AMCI 36-2808.

5.7. Wing selection boards are comprised of at least a deputy group commander, a wing staff member, and three squadron commanders. Wing boards convene during the second week of the month following the calendar quarter. Quarters will be divided as follows: first quarter, 1 January – 31 March; second quarter, 1 April – 30 June; third quarter, 1 July – 30 September; fourth quarter, 1 October – 31 December. The annual board date will convene during the third week in January.

## 6. Nominations and Selection of The CGO of The Quarter/Year.

6.1. Group Commanders and 6 AMW/DS may nominate one CGO to represent their group at the 6 AMW Quarterly/Annual Board.

6.2. Nominations are based on the nominee's performance and achievements for the quarter/year for which they are nominated. The quarterly nomination package will consist of an AF Form 1206 (**Attachment 2**), using bullet statements with captions. Limit nominations to one front page. Annual awards consist of a General Information Sheet (**Attachment 3**), a biography (**Attachment 4**), a base level records review Report on Individual Personnel (RIP), and an AF Form 1206. Limit annual nominations to the front and back of the AF Form 1206. Nomination packages are due to 6 MSS/DPM **no later than 3 duty days prior to the wing board meeting**.

6.3. The CGO of the Quarter/Year Selection Board will consist of at least a deputy group commander, who will serve as the Board President, a wing staff, and one squadron commander from each group. **NOTE:** The Board President will serve as the representative for their respective group.

6.4. CGO boards are RECORDS ONLY. The quarterly board will convene during the second week of the month following the calendar quarter. Quarters will be divided as follows: first quarter, 1 January - 31 March; second quarter, 1 April - 30 June; third quarter, 1 July - 30 September; fourth quarter, 1 October - 31 December. The annual board will convene during the third week of January. The board dates will be coordinated with the board president's schedule. If a board member cannot attend the board, he or she will appoint an alternate member.

6.5. The 6 AMW CGO of the Year will compete at the AMC board.

## **7. Recognition and Publicity.**

7.1. Recognition of quarterly and annual award winners will take place at an appropriate ceremony that will coincide with the military quarterly and annual awards recognition program.

7.2. Quarterly award winners will receive a letter signed by 6 AMW/CC, an engraved plaque, and will have the option of either a \$100 Notable Achievement Award or an 8-hour Time-Off Incentive Award. The 6th Services Squadron (6 SVS) will fund any awards received by 6 SVS NAF employees.

7.3. Annual award winners will receive a certificate of achievement signed by 6 AMW/CC, an engraved plaque, and will have the option of either a \$200 Notable Achievement Award or a 16-hour Time-Off Incentive Award.

7.4. Names of winners will be published in a joint military/civilian release to the Base Bulletin and Thunderbolt.

WILLIAM W. HODGES, Brig Gen, USAF  
Commander

## NOMINATION FOR AWARD CIVILIAN OF THE QUARTER/YEAR

NOMINATION FOR AWARD		
AWARD Civilian of the Quarter/Year	CATEGORY (If Applicable) I or II	AWARD PERIOD
RANK/NAME OF NOMINEE (First, Middle Initial, Last) 2d Lt John J. Doe	SSN (Enter Last 4 Only) 0000	MAJCOM, FOA, OR DRU AMC
DAFSC/DUTY TITLE XXXXXX/XXXXXX	NOMINEE'S TELEPHONE (DSN & Commercial) DSN 968-0000; Commercial (813) 828-0000	
UNIT/OFFICE SYMBOL/STREET ADDRESS/BASE/STATE/ZIP CODE 6 MSS/DPM, 8011 Tampa Point Blvd., MacDill Air Force Base, Florida 33621		
RANK/NAME OF UNIT COMMANDER (First, Middle Initial, Last) (COMMANDER'S TELEPHONE (DSN & Commercial) Lt Col Jane T. Doe, DSN 968-0000; Commercial (813) 828-0000		
SPECIFIC ACCOMPLISHMENTS (Use single-spaced, bullet format)		
<b>JOB DESCRIPTION: (Limit 7 lines)</b>       		
<b>SIGNIFICANT PERFORMANCE AND ACHIEVEMENTS:</b>       		
<b>SELF-IMPROVEMENT EFFORTS:</b>       		

## Attachment 2

## NOMINATION FOR AWARD COMPANY GRADE OFFICER OF THE QUARTER/YEAR

## ATTACHMENT 2

NOMINATION FOR AWARD		
AWARD <b>Company Grade Officer of the Quarter/Year</b>	CATEGORY ( <i>If Applicable</i> ) CGO	AWARD PERIOD
RANK/NAME OF NOMINEE ( <i>First, Middle Initial, Last</i> ) <b>2d Lt John J. Doe</b>	SSN ( <i>Enter Last 4 Only</i> ) 0000	MAJCOM, FOA, OR DRU AMC
DAFSC/DUTY TITLE XXXXX/XXXXXX	NOMINEE'S TELEPHONE ( <i>DSN &amp; Commercial</i> ) DSN 968-0000; Commercial (813) 828-0000	
UNIT/OFFICE SYMBOL/STREET ADDRESS/BASE/STATE/ZIP CODE <b>6 MSS/DPM, 8011 Tampa Point Blvd., MacDill Air Force Base, Florida 33621</b>		
RANK/NAME OF UNIT COMMANDER ( <i>First, Middle Initial, Last</i> ) /COMMANDER'S TELEPHONE (DSN & Commercial) <b>Lt Col Jane T. Doe, DSN 968-0000; Commercial (813) 828-0000</b>		
<i>SPECIFIC ACCOMPLISHMENTS (Use single-spaced, bullet format)</i> <b>LEADERSHIP AND JOB PERFORMANCE IN PRIMARY DUTY:</b>		
<b>SIGNIFICANT SELF-IMPROVEMENT:</b>		
<b>COMMUNITY INVOLVEMENT (Social, Cultural, and/or Religious Activities):</b>		
<b>OTHER ACCOMPLISHMENTS:</b>		
<b>AIR FORCE OR CIVILIAN AWARDS, PRIZES, TITLES, ETC.:</b>		
<b>ARTICULATE AND POSITIVE SPOKESPERSON OF THE AIR FORCE:</b>		

**Attachment 3****GENERAL INFORMATION SHEET COMPANY GRADE OFFICER****ATTACHMENT 3****GENERAL INFORMATION SHEET FOR COMPANY GRADE OFFICER OF THE YEAR**

NAME OF AWARD:	Company Grade Officer of the Year, 200_
FROM:	6th Mission Support Squadron
INCLUSIVE DATES OF ACHIEVEMENT:	1 January 200_ - 31 December 200_
NOMINEE:	Jane T. Doe
GRADE:	Second Lieutenant
SSAN:	111-11-1111
DOB/DOR:	20 July 1966/15 March 1998
PRESENT ORGANIZATION AND STATION:	6th Mission Support Squadron 8011 Tampa Point Blvd MacDill AFB FL 33621
PERMANENT HOME ADDRESS:	1401 48th Avenue North St. Petersburg FL 33703
NOMINATED FOR:	Company Grade Officer of the Year Award for excellent performance, outstanding professional skill, knowledge, and leadership as Chief, Plans and Force Management Combat Support Flight.

**Attachment 4****BIOGRAPHY****ATTACHMENT 4****SECOND LIEUTENANT JANE T. DOE  
AFSC: 34M, Food Service Officer**

Second Lieutenant Jane T. Doe is a Food Service Officer for the 6th Services Squadron stationed at MacDill Air Force Base, Florida. She held the position of Chief, Plans and Force Management. She deployed to Aviano Air Base to Support NATO Operations JOINT FORGE and ALLIED FORCE and was charged with bringing on-line the newest USAFE contingency dormitory. She is currently responsible for 26 military and 30 mess attendant contract employees working in the Diner's Reef dining facility and the newly opened flight kitchen.

Lieutenant Doe was born in Dallas, Texas in 1966. She graduated from high school in 1984 in Anchorage, Alaska. One year after graduation she enlisted in the United States Army. She served for year's active duty as a Czech Linguist Interrogator, then in the United States Army Reserves for six years. In 1993 she graduated from Baylor University with a Bachelor's Degree in Sociology. She entered into Officer Training School in November 1995 and was commissioned in March 1996.

On commission, she was assigned to the 27th Services Squadron at Cannon Air Force Base as the Chief Plans and Force Management. Within one year, she deployed to Oman to support Operation ACCURATE TEST as the Chief of Services and led a 20-person team. After she returned, she held the Food Service Officer position, then deployed to Kuwait to support Operation DESERT THUNDER as Deputy Chief of Services, leading a 46-person team from two bases.

Her awards include Meritorious Service Medal, the Air Force Achievement Medal with two oak leaf clusters, the Air Force Outstanding Unit Award, the NATO Medal, the Armed Forces Expeditionary Medal, the Army Good Conduct Medal, and the Army Achievement Medal.